### **State of Wisconsin**

# OFFICE OF STATE EMPLOYMENT RELATIONS

## DIVISION OF MERIT RECRUITMENT AND SELECTION BULLETIN

**Date:** May 7, 2004 **Subject:** Miscellaneous Classification Plan Changes

Locator No:OSER-0028-MRS-SC

Pursuant to s. 230.09, Wis. Stats., the Director of the Office of State Employment Relations (OSER) has approved the classification plan changes identified on this bulletin. Regardless of the actual notification date, the <u>effective date is May 2, 2004</u>, unless otherwise stated.

- 1. Abolish the Clinical Director; Conservation Corps Crew Leader; Conservation Corps Member; Data System Administrator; Enterprise Information Technology Training Consultant; Enterprise Performance Evaluation Analyst; Graphic Reproduction Coordinator; and Program Support Director classifications, effective May 2, 2004, as these classes will not be used in the future. No reallocation notices are required for these actions. Questions may be directed to Leean White at (608) 267-0344.
- 2. Abolish the Assistant Area Administrator classification, and modify the Human Services Area Coordinator classification specification, effective May 2, 2004 to allow for additional representative positions for the Department of Health and Family Services and the Department of Workforce Development. These additional duties were formerly performed under the Assistant Area Administrator classification. Affected agencies will generate manual reallocation notices. Questions may be directed to Diane Siegler at (608) 267-0408.
- 3. Correct the class code, pay range and title for the unclassified titles of Commandant, Wisconsin Veterans Home at King (NTE ESG 2) and the Commandant, Southern Wisconsin Veterans Retirement Center at Union Grove (NTE ESG 2) effective May 2, 2004. These two positions were incorrectly assigned to the class code for an INDEF AGENCY APPT-20.923(4) ESG 2. No reallocations actions are required for this action. Questions may be directed to Paul Ostrowski at (608) 267-0343.
- 4. Correct the DP Unit Code and EEO Code for the Director, Office of Deaf and Hard of Hearing, effective May 2, 2004, classification to reflect a change that was corrected in the DOA Pay Tables. No reallocation action is required for this action. Questions may be directed to Debra Bower at (608) 267-5162.

#### **Internet Availability:**

The target date for the availability of classification specifications from this bulletin on the OSER Web Page is May 17, 2004. This is the only notification DMRS will be providing, so please share this information with appropriate agency staff. Any questions should be directed to Debra Bower at (608) 267-5162.

#### **Alphabetical Listing of Classifications:**

The Alphabetical Listing of Classifications (Alpha List) is also available on the OSER Web Page at <a href="http://oser/state.wi.us">http://oser/state.wi.us</a>. Go to the reference center tab and then Alphabetical Listing of Classifications. The Alpha List is updated monthly after classification plan changes are implemented. The date of the last update is listed at the top of the document. Please contact Wil

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Mickelson at (608) 266-0714 if you have any questions about information contained in the Alpha List.

## **Contact Points:**

Questions may also be directed to the appropriate analyst at the OSER Fax number (608) 267-1000 or by e-mail at (using the analyst's name) <a href="mailto:firstname.lastname@oser.state.wi.us">firstname.lastname@oser.state.wi.us</a>.

Patricia M. Almond, Administrator Division of Merit Recruitment and Selection OSER-0028-MRS-SC Page 3 of 4

	Classification						FLSA				
		Class	Pay	Unit	EEO		LTE	Job	CIC		
		Code	Range	Code	Cat.	FLSA	Code	Group	Code		
ABOI	<u>LISH</u>										
1)	Clinical Direct	or									
		52610	81-01	19	01	E	N	001	005		
	Conservation C	Class Pay Unit EEO LTE Job CIC Code Range Code Cat. FLSA Code Group Code									
		96502	90-00	99	08	N	N	000	000		
	Conservation C	rector  52610 81-01 19 01 E N 001 005 on Corps Crew Leader  96502 90-00 99 08 N N 000 000 on Corps Member  96501 90-00 99 08 N N 000 000 on Administrator  46190 81-01 19 01 E N 001 005 on Formation Technology Training Consultant  13600 70-02 18 02 E N 043 064 Performance Evaluation Analyst									
		96501	90-00	99	08	N	N	000	000		
	Data System A	dministrator									
							N	001	005		
	Enterprise Info	mation Technology Training Consultant									
					02	E	N	043	064		
	Enterprise Perf	•									
				99	02	Е	N	016	023		
	Graphic Repro		S Crew Leader 502 90-00 99 08 N N 000 000 S Member 501 90-00 99 08 N N N 000 000 nistrator 190 81-01 19 01 E N 001 005 ion Technology Training Consultant 600 70-02 18 02 E N 043 064 ance Evaluation Analyst 910 81-03 99 02 E N 016 023 ion Coordinator 270 06-11 06 03 N N 127 774								
		62270		06	03	N	N	127	774		
	Program Suppo	pport Director									
		08200	81-01	19	01	E	N	001	005		
2)	Assistant Area										
		49800	07-03	07	02	E	N	19	137		

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	Classification						FLSA		
		Class	Pay	Unit	<b>EEO</b>		LTE	Job	CIC
		Code	Range	Code	Cat.	<b>FLSA</b>	Code	Group	Code
CORR	RECT THE CLA	SS CODE		NGE and	LISTEI	) TITLE		•	
3)	Commandant, Wisconsin Veterans Home								
- /	Commandant, Southern Wisconsin Veterans Retirement Center								
OLD	INDEF AGENCY APPT-20.923(4) ESG 2								
		98412	90-02	99	1	E	E	0	0
NEW	DVA Commandant (NTE ESG 2)								
		98350	90 <b>-00</b>	99	1	E	Е	0	0
	Classification						<b>FLSA</b>		
		Class	Pay	Unit	EEO		LTE	Job	CIC
		Code	Range	Code	Cat.	<b>FLSA</b>	Code	Group	Code
CORR	RECT THE DP U	JNIT COI	DE, EEO (	CODE					
4)	Director, Office	e of Deaf a	nd Hard of	f Hearing					
	<b>Incorrect:</b>	50450	81-02	01	1	E	N	003	022
	Correct:	50450	81-02	19	1	E	N	003	022
	O1 '0 1						FLSA		
	Classification								
	Classification	Class	Pay	Unit	EEO		LTE	Job	CIC
		Class Code	Pay Range	Unit Code	EEO Cat.	FLSA		Job Group	CIC Code
MODI	<u>IFY</u>	Code	Range	Code		FLSA	LTE		
<b>MODI</b> 2)		Code vices Area	Range a Coordina	Code	Cat.		LTE Code	Group	Code
	<u>IFY</u>	Code	Range	Code		<b>FLSA</b> E	LTE		

**Note:** Agencies are reminded to record relevant changes in the Job Group Listings distributed by the Division of Affirmative Action.

Effective Date: No. 1-4 May 2, 2004